

## Juvenile Services Department

### OFFICE OF THE DIRECTOR

- Provides direction for operations and administration of the Department to achieve efficient and effective service to arrested and at-risk juveniles and their families
- Establishes policy and provides long-term vision for the Juvenile Services Department (JSD)
- Provides direction for the JSD partnership with representatives from national, statewide, and local juvenile justice agencies
- Plays an integral role in the development and implementation of national, statewide, and local juvenile justice policy
- Disseminates information to media and public
- Provides support to the Guardian Ad Litem Program

### OPERATIONS

- Provides centralized booking services, shift command, and security services for operation of the 24-hour seven-day per week secured facility
- Ensures compliance with state statutes and other requirements for the processing of arrested juveniles
- Provides intake, assessment, and case management services for the continuum of Diversion Programs for minor to serious offenders
- Provides delinquency prevention services to serve at-risk juveniles
- Provides operations services to JAC partners, including Florida Department of Juvenile Justice, State Attorney's Office, Miami-Dade County Public Schools, and various County departments
- Ensures safety of children, visitors, and staff and safeguards rights of arrested juveniles

### ADMINISTRATIVE SUPPORT AND RESEARCH

- Manages confidential juvenile arrest records and serves as records custodian for the Department in accordance with state statutes
- Provides personnel, budget, grant, procurement, information technology, communications, record management, facility and training, and inventory control support
- Provides contract management and administration for research projects
- Provides staff support for legislative initiatives at the local, state, and federal levels
- Analyzes JSD's data so juvenile justice system activities match arrest and at-risk population